

TUSCALOOSA-LAKEWOOD

NEIGHBORHOOD PROTECTION OVERLAY

Development Review Checklist

FOR STAFF USE ONLY

Date Received:

Site Plan Case/Permit #:

Case Planner:

I. PROJECT INFORMATION

Project Name:

PIN:

Project Location:

Project Type: ☐ Single-Family ☐ Multi-Family ☐ Non-residential

Applicant Name:

Phone:

E-mail:

Architect/Designer:

Phone:

E-mail:

Landscape Architect/Designer:

Phone:

E-mail:

II. PROCESS and APPROVALS

| Project Type | Design District Review Team (DDRT Submittal) | Development Review Board (Site Plan) |
|--|--|--------------------------------------|
| New primary single-family or duplex structure(s) | ✓ | |
| New primary multi-family structure(s) | ✓ | ✓ |
| New primary non-residential structure(s) | | ✓ |
| Reconstruction of structure originally designed for residential use but converted to non-residential use | ✓ | ✓ |
| Addition to structure originally designed for residential use but converted to non-residential use or conversion of a residential structure to a non-residential use | ✓ | ✓ |

III. SUBMITTAL INSTRUCTIONS

- a. **SITE PLAN SUBMITTALS:** For information on submitting a site plan, including requirements, fees, and submittal dates see <http://www.ci.durham.nc.us/departments/planning/siteplanreview.cfm>.
- b. **DDRT SUBMITTALS:** See the submittal requirements by project type in items IV, V, and VI below to determine the materials required for review. For more information about the DDRT or their review process contact Anne Kramer at 919.560.4137 ext. 28271 or anne.kramer@durhamnc.gov. Submit a completed checklist and **ten (10) sets** of the required materials to:

Anne Kramer, Urban Design Team
Durham City-County Planning Department
101 City Hall Plaza, Durham NC 27701

IV. DDRT SUBMITTAL REQUIREMENTS: SINGLE-FAMILY or DUPLEX BUILDING(S)

The following items are required for the review of new primary structures (See UDO Sections 4.5.5C and 4.5.5D for more information):

- a. **Context Photos:** Provide photos of all the structures on the same block face. Photos must either be submitted as additional drawing sheets (same size as all other sheets) or as digital images (on CD or e-mailed to sara.young@durhamnc.gov).
- b. **Building Elevations:** Provide drawings showing ALL facades of the proposed structure (to scale) with materials labeled. The elevations should show how the design is unique compared to other structures on the same block.
- c. **Plot Plan (or Landscape Plan):** Provide a sealed plan (drawn to scale) showing the location and size of the proposed structure(s) or improvements, driveway(s), and the location of any specimen trees (10 dbh or greater, excluding *Pinus* genus).
- d. **Details:** Provide building design details that show the distinctive elements particular to the design.

V. DDRT SUBMITTAL REQUIREMENTS: MULTI-FAMILY BUILDING(S)

The following items are required for the review of new primary structures (See UDO Sections 4.5.5C, 4.5.5E, and 6.8.4A for more information):

- a. **Context Photos:** Provide photos of all the structures on the same block face. Photos must either be submitted as additional drawing sheets (same size as all other sheets) or as digital images (on CD or e-mailed to sara.young@durhamnc.gov).
- b. **Building Elevations:** Provide drawings showing ALL facades of the proposed structure (to scale) with materials labeled. The elevations should show how the design is residential in appearance and scale.
- c. **Site and Landscape Plan(s):** Provide a sealed plan (drawn to scale) showing the location and size of the proposed structure(s) or improvements and the location of any specimen trees (10 dbh or greater, excluding *Pinus* genus). List site information, including zoning, and label required yards.
- d. **Details:** Provide drawings that show the use of details from residential buildings in the context area. Key the details to the context photos.

VI. DDRT SUBMITTAL REQUIREMENTS: NON-RESIDENTIAL BUILDING(S)

The following items are required for the review of reconstructions, additions and/or renovations to structures originally designed for residential use but converted to non-residential use (See UDO Sections 4.5.5C, 4.5.5F, and 6.8.4A for more information):

- a. **Context Photos:** Provide photos of all the structures on the same block face. Photos must either be submitted as additional drawing sheets (same size as all other sheets) or as digital images (on CD or e-mailed to sara.young@durhamnc.gov).
- b. **Building Elevations:** Provide drawings showing ALL facades of the proposed structure (to scale), with materials labeled. The elevations should show how the design is residential in appearance and scale.
- c. **Site and Landscape Plan(s):** Provide a sealed plan (drawn to scale) showing the location and size of the proposed structure(s) or improvements and the location of any specimen trees (10 dbh or greater, excluding *Pinus* genus). List site information, including zoning, and label required yards. NOTE: Specimen tree information is not required for additions or renovations.
- d. **Details:** Provide drawings that show the use of details from residential buildings (or former residential buildings) in the context area. Key the details to the context photos.